Key Information

- Firstly, thank you for being a part of SIGGRAPH Asia 2020.

- Please read this document in its entirety as it contains crucial information about your role as a moderator.

- If you have any questions before and after the conference, please email us at koelnmesse@siggraph.org.

Moderator Responsibilities

As a moderator, you are being asked to:

- Carefully review on-demand or scheduled session videos associated with your Q&A.

- Educate yourself about the contributors who will be participating in your session. Check out the Speaker Directory in the virtual conference platform to learn more about them.

- Carefully monitor questions submitted by attendees in the chat function.

- If your Q&A involves multiple submissions, prepare at least 1-2 questions for each contributor to ensure equal participation.

- Ensure that the session begins & ends on time.

- Ensure that contributors answer questions succinctly. Be prepared to gently interrupt a contributor if answers are lengthy

Reviewing Videos Before Q&A Session

As moderator, you will be given early access to the platform.

On-demand videos will only be available to other attendees from 4 December onwards.

- Information on how you can access the on-demand videos will be released in the coming weeks.

Reviewing Videos Before Q&A Session

- Every on-demand video & scheduled session has a chat box within the session page in the virtual conference platform.

- Attendees can share text-based questions in advance to be asked during the session.

- Moderators should plan to monitor those questions & use them to develop questions for the Q&A session.

- Moderators can export the full transcript of chat conversation as marked below by arrows.

Speaker Directory

- Contributors are encouraged to update their profiles in the virtual conference platform so that attendees & moderators can learn more about them by viewing the Speaker Directory.

- Information on how you can access the Speaker Directory will be released in the coming weeks.

Pre-session Checklist

- **Laptop or computer with functioning webcam or microphone.** A test of video and audio on Zoom can be done here: https://zoom.us/test

- **External microphone and headphones/earphones are highly recommended.** These will provide cleaner audio as compared to your laptop's built-in microphone and speakers. Please ensure to test that the microphone and headphones/earphones are being picked up by the laptop.

- Internet connection with a **minimum upload speed of 25mpbs**. The following website can be used to test your internet speed: https://www.speedtest.net/. A hardwired connection to your modem is best, but Wi-Fi can be boosted by sitting in the same room and close to your wireless modem.

- **Minimize the number of devices connected to your Wi-Fi.**

- **Minimize the number of applications open** on the computer you're presenting from as well. This will ensure you have enough dedicated RAM and internet bandwidth so that your video does not "freeze" while you're speaking.

- Close out Outlook and **turn off all notifications** so that you aren't disrupted during recording.

Pre-session Checklist

- That your audience is likely at home, watching you on a small screen. Sessions are much more intimate and on demand.

- To speak with energy & with a normal tone of voice, as if you are holding a conversation with colleagues.

- To express your personality! Facial expressions & body language will help add impact to your content.

- To keep your questions tight, focused & avoid repeating yourself.

- To look into the camera instead of yourself on the screen & maintain eye contact to help in connecting digitally with others.

Recommendations

Environment:

Please ensure that you are presenting in a quiet environment. Avoid noise to prevent distractions during your presentation.

Lighting and Exposure:

Please ensure that there are no bright lights **BEHIND** you. Backlight makes it harder for most cameras to focus.

Do ensure that you have sufficient (and not too much) light in front of you – A desk lamp or a window (if it is daytime for you) will be great.

Dress Code:

The best clothing choices for the camera are solids. While some patterns and prints work, it is best to avoid checkers, plaids, and busy patterns. Business/Smart casual is recommended.

Recommendations

Camera Angle and Background:

Camera should be at eye-level height. Avoid having the camera pointing up at your chin, as per default laptop webcams. You can use books - or an ironing board with adjustable height - to get your camera at eye level.

For backgrounds, less is more. A cleaner background will keep your audience focused. Alternatively, we can provide an SIGGRAPH Asia background for you to use.

Composition:

It is ideal that you occupy 1/3 of screen space. We should see some of your shoulders up to the top of your head.
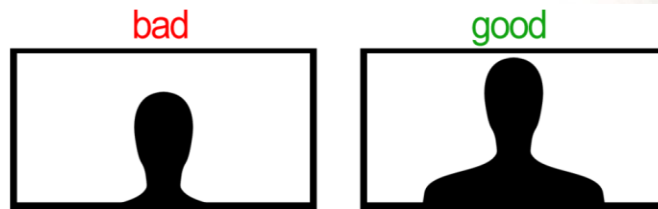
bad   good

Figure 1: Ideal Speaker-to-Screen Composition

Instructions for Joining the Session

- Arrive promptly 15 minutes prior to the session.

- Zoom is being used for the Q&A sessions. Moderators & contributors will join the session through a dedicate URL that will be sent to you in advance. This is a different link than general attendees will use to enter the session.

- A member of the SIGGRAPH conference committee will be present to make sure that there is at least one representative from each submission that is part of the session. That committee member will help you track down any contributors who don't arrive 15 minutes prior to the session.

Instructions for Joining the Session

- Make sure all contributors are on camera. Remind them to stay engaged even when someone else is answering a question.

- If there are multiple contributors present from a single submission, please confirm that everyone on screen is planning to participate in the Q&A as a panelist. If they aren't speaking, ask them to join the session through the attendee link.

- As contributors arrive, give them a brief overview of your planned approach to the session.

- If time allows, help the contributors 'warm up' with some casual conversation.

Starting the Session

- Representatives from the virtual conference platform provider, Hubb, will open the Zoom line for attendees to enter promptly at the session's schedule start time.

- Remind attendees that the session is being recorded & it will be available for on demand viewing afterward.

- Ask contributors to change their name in the Zoom window with the title of their submission to make it easier for attendees to track the speaker with the content.

- Start the session with quick introductions of yourself/ the contributors.

- If necessary, also share a very brief recap of the contributors' work . The content should be fresh for attendees. Time spent recapping will take away from the time for questions.

Tips for Moderating Session

- The Q&A session does not include video or slides.

- The session is intended to be a face to face conversation with the contributors

- Ask contributors to succinct with answers.

- Address contributors by name to ensure that they know that the next questions is for them.

- While you'll have questions prepared for every contributor, listen carefully to the answers of the questions given during the sessions as they might lead to follow ups

Bringing Session to Close

- Watch the time carefully. A 30 minute Q&A session will go by fast.

- Approximately 5 8 minutes before the end of the session, give a time check to the contributors & attendees.

- Approximately 2 3 minutes before the end of the session, start wrapping up the conversation.

- If attendees wish to connect directly with contributors to further the conversation or ask more questions, encourage them to reach out directly to the contributors.

- Before closing, remind attendees that a recording of the session will be available on the virtual conference platform.

Information You Need to Know

- A confidential link will be provided to you to enter the session. The link is exclusively for the speakers of the session. Do not share it.

- Attendees must enter the session through the link available in the virtual conference platform.

- *Direct questions before and during the conference to koelnmesse@siggraph.org*

Thank you for being a part of SIGGRAPH Asia 2020!